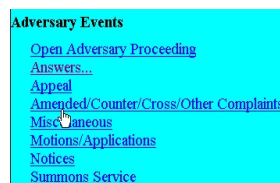


Counterclaim

STEP 1 Select **Adversary** from the *Main Menu*. Click the **Amended/Counter/Cross/Other Complaints** hypertext link.



STEP 2 The **Case Number** screen displays.

- ◆ **Case Number** - type the case number in YY-NNNN
- ◆ Click **Next** to continue.

STEP 3 The following box appears:

- ◆ Click on **Counterclaim**.
- ◆ Click on the **Next** button.

STEP 4 The **Select the pdf document** screen appears.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach an exhibit, appendix or other document:
 - ▶ Click on the radio button next to '**Yes**.'
 - ▶ Click on the **Next** button and follow the screens.
- ◆ If no attachments, click on the **Next** button.

STEP 5 The **Select the Party Against whom you are filing this Counterclaim:** screen displays.

- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.

- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

Bank One SSN:Unknown

Office Address 1 100 Funding Drive

Address 2 Address 3

City Charleston State WV Zip 25301

County Country

Phone Fax

E-mail

ProSe no Role Creditor (cr:cr)

Party text

Submit Cancel Clear

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the *Select the Party* screen, a new **Party Information** screen displays.

Party Information

Last name Bank One First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe no Role Creditor (cr:cr)

Party text

Submit Cancel Clear

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.



- ◆ Click on the **Next** button to continue.

STEP 11 The **Select the Party** (party filing document) screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 12 A **Verification** screen displays. Verify the case name and case number, then click on the **Next** button.



STEP 13 The **Docket Text: Final Text** screen displays.



- ◆ Verify the Final Docket text. If correct, click **Next**.
- ◆ If the Final Docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 14 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 8/3/2004 at 11:31 AM EDT and filed on 8/3/2004

Case Name: Milton Construction Company v. Doefield

Case Number: [2:03-ap-02046](#)

Document Number: [19](#)

Docket Text:
Counterclaim by John Erwin Doefield against Milton Construction Company. (atygjb,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\11703.pdf

Electronic document Stamp:
[STAMP bkecfStamp ID=1019576470 [Date=8/3/2004] [FileNumber=14432-0] [e4fde42ea5bb10a94908b00da8e11cbfa461cfee4182a93aabae646d7a6b72e2e1bdb8f73c97c49b9fc7555cc5d919383084b57cef74151900a7eb403e0c1a5]]

2:03-ap-02046 Notice will be electronically mailed to:
(Name of Attorney) ,

2:03-ap-02046 Notice will not be electronically mailed to:
Charles I. Jones
P. O. Box 2393